



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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March 1, 2013

ALL-COUNTY INFORMATION NO. I-10-13

TO: ALL COUNTY WELFARE DIRECTORS  
ALL IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM  
MANAGERS

SUBJECT: RELEASE OF IHSS INSTRUCTIONAL VIDEO: HOW TO  
CORRECTLY COMPLETE A TIMESHEET IN THE NEW CASE  
MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM  
(CMIPS II).

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this All-County Information Notice (ACIN) is to provide counties (as well as IHSS providers and stakeholders) with information regarding the release of a new IHSS Instructional Video. This video demonstrates how to correctly complete a timesheet for processing in CMIPS II and how to avoid payment delays.

**BACKGROUND**

Timesheets that were completed and submitted for payment in the previous Legacy CMIPS were processed in county IHSS offices. In CMIPS II, timesheets are processed at a new IHSS Timesheet Processing Facility (TPF) in Chico, California. IHSS timesheets are no longer processed at county IHSS offices. Additionally, the requirements for correctly completing timesheets that are processed in CMIPS II are different from those timesheets that were processed in Legacy CMIPS. This video will explain the new process for correctly completing and submitting timesheets to the TPF and reiterate program rules related to timesheet submission.

**CMIPS II TIMESHEET VIDEO**

CDSS, in collaboration with a stakeholder workgroup consisting of county representatives and Public Authority staff, has created an instructional video to assist providers and their recipients on how to correctly complete an IHSS timesheet for processing in CMIPS II. The video provides detailed steps on how to correctly fill in designated boxes on the timesheets, correct timesheet errors, and prevent common timesheet mistakes to avoid payment delays.

Effective March 4, 2013, this video will be available on the CDSS' website at the following links: <http://www.cdss.ca.gov/agedblinddisabled/PG1814.htm> and <http://www.cdss.ca.gov/agedblinddisabled/PG3154.htm>. Additionally, California State University, Sacramento, will distribute an initial DVD to each county.

### **TRANSLATION OF THE VIDEO**

This video will be available in the state threshold languages for the IHSS population: Spanish, Armenian, and Chinese, as required by the Government Code §7295.2. The video also includes closed captioning for the hearing impaired. The video translations will be available on the CDSS' website in May 2013 and distributed to the counties thereafter.

If you have any questions regarding the CMIPS II Instructional Video, please contact Kathy Yang, Manager, Training and Development Unit, at (916) 651-3385.

Sincerely,

***Original Document Signed By:***

EILEEN CARROLL  
Deputy Director  
Adult Programs Division